

NOTICE OF CORRECTION

DATE: **9/2/16**

EXAM CODE: 30499KP

This amends the bulletin released 1/4/16.

EXAM TITLE: **Associate Safety Engineer**

EXAM BASE: **Departmental Promotional**

DEPARTMENT: **State Compensation Insurance Fund**

LOCATION: **Statewide**

FINAL FILING DATE: **Continuous**

The bulletin announcing the above examination is amended as follows:

Final Filing Date: 9/23/2016

We regret any inconvenience this change may cause to candidates who have filed for this examination.

**State Compensation Insurance Fund
Human Resources Department**



**ASSOCIATE SAFETY ENGINEER
(DEPARTMENTAL PROMOTIONAL)
9399-3929-30499KP**

Department: State Compensation Insurance Fund
Opening Date: 01/04/2016
Closing Date: Continuous
Type of Recruitment: Departmental Promotional
Salary: MONTHLY-RANGED-SALARY - \$7,482.00 to \$9,360.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: Statewide

INTRODUCTION

This is a Departmental Promotional Statewide examination for the State Compensation Insurance Fund which received approval from the Department of Industrial Relations (DIR) and the California Department of Human Resources to utilize this DIR specific classification.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any candidate for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a departmental promotional examination for the State Compensation Insurance Fund. Applicants must meet one of the following criteria to participate in this examination:

1. Applicants must have a permanent civil service appointment with the State Compensation Insurance Fund as of **the date of application** in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active duty with a service-wide connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. (Note: Veterans must provide a copy of their DD214 for entrance requirement.)

Once you have taken this examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

FINAL FILING DATE: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp.

You must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once a competitor submits their application via State Fund's Jobs Online (And **uploads the required educational documentation**), they will receive an e-mail containing a confirmation number.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A PROMOTIONAL, MERGED eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Candidates must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All candidates must meet the education and/or experience requirements as stated in this examination announcement as of the date the exam is taken. **Educational documentation must be attached when submitting the State Fund Jobs Online exam application.**

MINIMUM QUALIFICATIONS

Either I

Two years of experience in California state service performing the duties of an Assistant Safety Engineer.

Or II

Experience: The equivalent of either:

1. Two years of experience as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites. or

2. Three years of professional construction, electrical, or industrial engineering experience.

And

Education: Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination but they must meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

An Associate Safety Engineer, without detailed supervision or review, conducts construction, electrical, and industrial worker safety inspections, surveys and accident investigations, including the most difficult in factories, businesses, construction sites, and other work places throughout the State. Applies the provisions of the State's safety orders, applicable law, and appropriate department policies to conditions found and identifies construction, electrical, and industrial worker safety and health hazards.

Provides a variety of consultation services in response to requests from employers for advice and assistance in providing a safe and healthful work environment. Meets with employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public to explain and discuss construction, electrical, and industrial occupational safety and health problems. Conducts seminars, workshops, and other training on occupational safety and health.

May act in a lead capacity and assist in training other staff engaged in occupational safety and health work in the construction, electrical, and industrial disciplines. May be assigned special projects related to occupational safety and health in the construction,

electrical, and industrial disciplines; and prepares technical reports and correspondence.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE (T&E) - WEIGHTED 100.00%

The sole component of the Associate Safety Engineer examination will consist of a T&E examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants are required to respond to the T&E questions provided on this announcement. For each listed knowledge, skill, and ability statement within the T&E examination, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

All information applicants provide in this examination is subject to verification.

To preview the T&E questions, [Click Here](#)

KNOWLEDGE AND ABILITIES

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

Knowledge of:

1. Title 8 California Code of Regulations (Cal/OSHA Title 8) and the California Labor Code and how they are applied in specific industries and operations
2. Time management techniques to provide for efficient prioritization and completion of projects and assignments
3. Principles of safety engineering as they pertain to areas such as methods of construction, electrical and industrial engineering in area of expertise
4. Purpose and functions of the various components of the Cal/OSHA program
5. Operations, methods, equipment and safety devices used in the State's work places and occupational safety and health hazards associated with construction, electrical and industrial disciplines
6. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines

Ability to:

1. Assess workplace injury/illness risks based on understanding of business operations to improve safety
2. Conduct on-site inspections, investigations or consultations in a variety of workplaces without endangering yourself or others
3. Observe and detect hazards that could violate safety orders or present a workplace safety or health hazard (e.g., during inspections, investigations, onsite consultations)
4. Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the State Compensation Insurance Fund Safety & Loss Prevention Services program associated with construction, electrical, and industrial disciplines
5. Maintain document detailed records of work related activities to keep track of deadlines (e.g. complete work before the statute of limitation expires or a suspense date)
6. Evaluate a situation and determine if it hazardous and if it is imminent
7. Communicate effectively, both orally and in writing
8. Effectively communicate during inspections, investigations, onsite consultations, meetings, hearings and when representing the Division
9. Prepare technical reports and correspondence
10. Read and understand written documents of varying complexity including departmental policy manuals and guides, instructional guides, written correspondence, State and Federal regulations, specifications and technical reports
11. Develop, provide, and monitor training

VETERANS' PREFERENCE

Veterans' Preference **will not** be granted in this examination.

CAREER CREDITS

Career Credits do not apply and **will not** be added to the final score of this examination.

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to undertake additional training as needs are identified
2. Willingness to travel and work in assigned area of the State
3. Keenness of observation, tact, and maturity

BROWSER SYSTEM REQUIREMENTS

State Fund's Jobs Online application supports the following browsers:

Internet Explorer 7 (or newer)
Google Chrome 35.0.1916.153
Mozilla Firefox 17.0.1

It is not recommended that you complete this examination with a smartphone or tablet as it was not designed to be compatible for mobile devices.

Disclaimer: State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (computer crash, browser timeout, internet issues, etc.) will NOT be given the opportunity to start the examination again.

CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit www.statefundca.com/careers/currentexams.asp.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

Where to Apply: A Standard State Fund Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.

For an examination without a written feature, it is the candidate's responsibility to contact State Compensation Insurance Fund, Human Resources at 1.800.499.8668 three weeks after the final filing date if he/she has not received a progress notice.

Promotional Examinations only: Competition is limited to employees who have a permanent civil services appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office, at the California Department of Human Resources office, or www.jobs.ca.gov

State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the

length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self development. For more information, you may refer to the classification specification.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield 9801 Camino Media Bakersfield, CA 93311-1303	Chatsworth 9419 Mason Avenue Chatsworth, CA 91311-5204	Eureka 2440 Sixth Street Eureka CA 95501-0788	Fresno 10 River Park Place East Fresno, CA 93720-1531
Greater Bay Area/Pleasanton 5880 Owens Drive Pleasanton, CA 94588-3900	Monterey Park 900 Corporate Center Drive Monterey Park, CA 91754-7618	Redding 2175 Shasta View Drive Redding, CA 96003-8296	Riverside 6301 Day Street Riverside, CA 92507-0902
Rohnert Park 5900 State Farm Drive, Suite 200 Rohnert Park, CA 94928-2122	Sacramento Regional Office 2275 Gateway Oaks Drive Sacramento, CA 95833-3255	San Francisco 333 Bush Street San Francisco CA 94104	Santa Ana 1750 East Fourth Street Santa Ana, CA 92705-3929
Stockton 3247 West March Lane Stockton CA 95219-2351	Vacaville 1020 Vaquero Circle Vacaville, CA 95688-8804		

California Department of Human Resources (CalHR) contact information:
Attn: Examination Services
1515 S Street, North Building, Suite 400
Sacramento, CA 95811
(866) 844-8671

California Relay (Telephone) 1 (800) 735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.